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*Annual Report -
2*

13 July 1966

PLACEMENT DIVISION

ACTIVITIES REPORT FISCAL YEAR 1965

General

This reports those activities of the Placement Division elements after the reorganization in the Office of Personnel on 1 April 1966 except for the inclusion of the Clerical Staffing Branch.

Each branch chief and his personnel are highly commended for the excellent work they performed during this year. In no instance was the activity performed with more people than in previous years and in some cases with fewer people. In fact, at the end of the fiscal year the Professional and Technical Placement Branch looked very much like a second division minor league ball team at the end of the season--most of the good players in the higher leagues and the substitutes playing regularly.

Office of the Chief

As the result of a six weeks' time lag in scheduling polygraph interviews for personnel who had a full field investigation completed, we arranged with the Office of Security to revise the invitee scheduling of polygraph interviews about the middle of the fiscal year. It had been common practice for invitees to be scheduled for their polygraph interviews before any other action took place at Headquarters. As a result of increased invitee activity, the polygraph facilities were jammed. This office accepted the responsibility for scheduling all invitee polygraph interviews for which the Office of Personnel was responsible. As a result, the scheduling became systematic and we have been able consistently to get polygraph interviews for personnel who had a full field investigation when that individual was available. Also, we accepted the responsibility for scheduling all pre-employment medical examinations

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GROUP 1
Excluded from automatic
downgrading and
declassification

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centrally and are thus able to make adjustments in schedules when necessary as well as to systematize the scheduling. One other new activity was inaugurated during the fiscal year by the arranging for a Personnel Representative to be located in the main receptionist area at Headquarters. This person represents the Office of Personnel in greeting invitees and monitoring their schedules. Also, this Representative assists with the professional personnel when they EOD.

Production Highlights

An average of 224 letters was prepared and dispatched each workday for a total of 56,625. Over 7500 of these required individual composition.

A total of [REDACTED] reimbursements were made to professional-technical invitees during the year. Of these, [REDACTED] consideration and [REDACTED] were invitees for Type A contract consideration.

We entered on duty [REDACTED] General Schedule personnel during the year--the highest number since fiscal year 1963 when we brought [REDACTED] on board.

Total

Professional
CTP
Commo
Clerical

25X9A2

The number of applicant files which were shopped to offices for consideration was up [REDACTED] over fiscal year 1965 to [REDACTED] but still [REDACTED] less than in 1963. It appears obvious that we had more than enough files to select the number of applicants for employment that we needed. Out of the over [REDACTED] that were shopped, there were [REDACTED] security initiations, which breakdown as follows:

Total

Professional
CTP
Commo
Clerical

25X9

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Attached are four statistical tables which compare fiscal years 1963 through 1965 by month and cumulative information on EOD's and separations by categories of personnel.

Future Plans

We see no letup in workload in fiscal year 1966; in fact, invitee traffic and EOD's should increase, but with a few exceptions we will expect to get along with the current personnel authorization. We hope by re-evaluating systems and organizational structure that the extra workload can be handled with about the same number of people.

The planned reorganization of the Division by DD/Pers/R&P will also materially abet production.

/s/

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Deputy Chief, Placement Division

Attachments:

Branch Reports (PTPB, CTP, Correspondence, CSB)
Statistical Summaries (Quadruplicate)

Distribution:

- O & 1 - D/Pers
- 1 - DD/Pers/R&P
- 1 - D/Pers Chrono
- 1 - C/PD

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OP/DD/R&P/PD/ [REDACTED] (13 July 1966)

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